



Communication officer

European Nuclear Education Network – ENEN

The European Nuclear Education Network is an international non-profit organization (aisbl) established in 2003 in France, and since 2018, moving its operations in Belgium, under Belgian Law, with main office in Brussels.

ENEN's mission is the preservation and further development of expertise in the nuclear fields by higher Education and Training. It comprises a network of more than 90 member organizations over 3 continents, and has active collaboration with international organizations such as the EC-JRC, the IAEA, the OECD-NEA, nucleareurope, ENS, SNETP and sister organizations worldwide.

Administrative Support

ENEN is seeking to employ a Communication and information dissemination professional to help with the management of projects in ENEN portfolio and provide support to the operations of the association.

Technical knowledge in one of the Nuclear scientific fields or Political Science or Communication is considered an asset.

The person is expected to be proactive, dynamic, fast learner, highly motivated and responsible; able to handle financial/administrative work with variable work load along the year. Ability to summarize long complex messages into short easy to understand messages is crucial.

The responsibilities of the position include:

- Synthesize and support in disseminating information produced in various projects of ENEN;
- Ability to use social media existing platforms (Twitter/X, LinkedIn, YouTube, etc.) and to learn to use possible new ones.
- Ability to use WordPress or willingness to acquire it fast
- Support and propose dissemination of information produced in various projects in various formats (webinars, workshops, summer/winter schools/etc.)
- Monitoring, evaluating and reporting the impact of all activities to ensure the achievement of projects and organisational objectives.
- Organise the logistics of scientific meetings, technical and policy-making meetings, conferences, workshops and events. (both online and on-site)
- Take care of ENEN social accounts and ENEN websites
- Provide support to the controlling of the project finances and association accounting.
- Other administrative and technical activities as needed and based on qualifications.

Qualifications

ENEN Association is looking for an expert complying with:

- At least 1 year of experience in a similar environment . Previous experience in ENEN related/educational related projects and/or involvement in EC funded projects would be an advantage;



- Similar experience in international organizations is considered an asset;
- Previous involvement in Academia, research or nuclear training, with good knowledge in at least one nuclear field or Political Science or Communication at bachelor level
- Working knowledge of EU institutions, Euratom environment and financing processes would be an asset
- Ability to summarize and distribute information quickly and succinctly.
- Attention to detail, flexible in undertaking workloads and ability to meet deadlines.
- Good working knowledge of the standard Microsoft Office suite (Word, PowerPoint, Excel, Outlook).
- Knowledge of word press or willing to learn quickly
- Excellent proficiency in English both written and spoken. Good knowledge of French both written and spoken is highly desirable. Any other EU language will be a positive asset

Conditions

Employment contract in Belgium, full-time, partially in presence, for a fixed term of one year, subject to prolongation based on common agreement. Place of work will be in Belgium.

The person must be employable in Belgium.

Salary will depend on the level of experience. Salary range: 2500-3500€ brut per month, subject to negotiation and based on experience. We are offering also a contribution to reimburse the commuting route (subject to conditions) and meal vouchers.

Interested persons should send their short motivation letter and CV to secretariat@enen.eu, please provide the above documents in English.

Deadline for applications: January 8, 2024